



Washington's Greenhouse Gas Reporting Program  
2012 Facility Reporting

# Agenda

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- Morning Facility Session:
  - GHG reporting program overview
  - Registration
  - Reporting
  - Post reporting steps
- Afternoon Facility Session:
  - Using EPA's e-GGRT system
- 2<sup>nd</sup> Afternoon Session:
  - Transportation Fuel Supplier Training
- Questions at the end of each section

# Washington's GHG Reporting Program Overview



# 2012 Reporting Deadlines

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1. Washington registration (10/15/2013)
  - Paper Certificate of Registration form
2. EPA e-GGRT registration and data entry
3. Sign up for Secure Access Washington (SAW) /  
electronic greenhouse gas reporting (eGGR) account
4. Upload report data to WA eGGR (10/31/2013)
  - EPA e-GGRT xml file
  - EPA spreadsheets
5. Sign and submit report (10/31/2013)
  - Paper report signature and submission form



# GHG Reporting Program Overview

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- Goal: collect accurate and timely data on GHG emissions to inform future policy decisions
- Reporting only, no control or use requirements
- Facility reporting: designed to be compatible with EPA's GHG reporting program
- Transportation fuel supplier reporting: designed to be compatible with DOL's fuel tax reporting

## Washington

- 2008: passed by legislature
- Initial rule making
- 2010: revised by legislature
- New rule making
- Rule adopted December 2010
- Reporting starts 2012 EY / Due October 31, 2013

## EPA

- March 2009: proposed rule
- October 2009: final rule
- 2010: multiple revisions and additions
- 2011-2013: rule revisions
- Reporting started 2010 EY / 2011 RY



# Program Comparison

Differences	Washington	EPA
General requirements	WAC 173-441	40 C.F.R. Part 98 Subpart A
Reporting threshold	$\geq 10,000$ MT CO <sub>2</sub> e, including biomass	Approximately $\geq 25,000$ MT CO <sub>2</sub> e, excluding biomass
Calculation methods	WAC 173-441-120	40 C.F.R. Part 98 Subparts C-UU
Confidential business information	Case by case petition	Universal determination by rule
Data submission deferment	None	Some elements until 2015
Report submission	Electronic to Ecology (eGGR)	Electronic to EPA (e-GGRT)
Registration / signature	Paper	Electronic
Sharing	Ecology shares data with LAA, EFSEC, public	EPA online public tool (FLIGHT)
Verification	Ecology	EPA
Funding	Annual reporting fee	Appropriation



# Reporting Requirement References

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## WAC 173-441

- Applicability provisions
- Schedule
- General reporting and recordkeeping requirements
- Definitions
- Report submission procedures
- Registration procedures
- Calibration procedures
- Monitoring plan

## EPA Subparts C-UU

- Source category definition
- Calculation methods
- Subpart specific reporting and recordkeeping requirements
- Subpart specific definitions
- Monitoring and QA/QC
- Missing data procedures



# Facility Definition

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- Physical property, plant, building, structure, source, or stationary equipment;
- On contiguous or adjacent properties;
- In actual physical contact or separated solely by public roadway or other public right of way;
- Under common ownership or common control; and
- Located in Washington.
- Exceptions for the following:
  - Onshore petroleum and natural gas industry
  - Natural gas distribution
  - Electric transmission and distribution
  - Military installations



# Source Categories in Both Programs

General Stationary Fuel Combustion	Iron and Steel Production	Silicon Carbide Production
Electricity Generation	Lead Production	Soda Ash Manufacturing
Adipic Acid Production	Lime Manufacturing	Use of Electronic Transmission and Distribution Equipment
Aluminum Production	Magnesium Production	Titanium Dioxide Production
Ammonia Manufacturing	Miscellaneous Uses of Carbonate	Underground Coal Mines
Cement Production	Nitric Acid Production	Zinc Production
Electronics Manufacturing	Petroleum and Natural Gas Systems	Municipal Solid Waste Landfills
Ferroalloy Production	Petrochemical Production	Industrial Wastewater Treatment
Glass Production	Petroleum Refineries	Carbon Dioxide Injection and Geologic Sequestration
HCFC-22 Production and HFC-23 Destruction	Phosphoric Acid Production	Manufacture of Electric Transmission and Distribution Equipment
Hydrogen Production	Pulp and Paper Manufacturing	Industrial Waste Landfills



# Source Category Differences

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Washington	EPA
Manure Management (not implemented by EPA)	Injection of Carbon Dioxide (part of Subpart RR)
Suppliers of Carbon Dioxide (partially adopted)	Suppliers of Carbon Dioxide
Suppliers of Transportation Fuels	Suppliers of Petroleum Products
	Suppliers of Coal
	Suppliers of Coal-based Liquids
	Suppliers of Natural Gas and Natural Gas Liquids
	Suppliers of Industrial GHGs
	Imports and Exports of Equipment Pre-charged with Fluorinated GHGs or Containing Fluorinated GHGs in Closed-cell Foams



# Method Update Petition

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- Legislature requires Ecology and reporters to be consistent with EPA.
- Consistency also necessary to use EPA's e-GGRT.
- Ecology rule adopted 2010, multiple EPA updates since then.
- Anticipating this, Ecology adopted a streamlined petition process to keep methods consistent (WAC 173-441-140).
- Petition part of Report Signature and Submission form – no other action needed.



# Greenhouse Gases

Greenhouse Gas	Sources	Global Warming Potential
Carbon Dioxide (CO <sub>2</sub> )	Combustion, industrial processes	1
Methane (CH <sub>4</sub> )	Waste, NG leaks, combustion	21
Nitrous Oxide (N <sub>2</sub> O)	Chemicals / industrial processes, combustion	310
Hydrofluorocarbons (HFC's)	Electronics manufacturing	12 – 11,700
Perfluorocarbons (PFC's)	Electronics manufacturing, aluminum production	6,500 – 9,200
Sulfur Hexafluoride (SF <sub>6</sub> ) and other fluorinated gases (including NF <sub>3</sub> , etc)	Electronics manufacturing, use of electrical equipment	17,200 – 23,900

# Carbon Dioxide Equivalent (CO<sub>2</sub>e)

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- GHGs have varying heat-trapping ability and atmospheric lifetimes
- Global warming potential (GWP) is a metric used to compare emissions among different GHGs
- The GWP of CO<sub>2</sub> is 1. GWPs of other GHGs are expressed relative to CO<sub>2</sub>
  - For example: CH<sub>4</sub> has a GWP of 21. Each metric ton of CH<sub>4</sub> emissions would have 21 times as much impact on climate change (over a 100-year time horizon) as a metric ton of CO<sub>2</sub> emissions.
- Mass emissions of GHG x GWP = CO<sub>2</sub>e (metric tons)
- List of GHGs and their GWPs: WAC 173-441-040

# Thresholds

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## Washington

- Total emissions  $\geq 10,000$  MT CO<sub>2</sub>e per calendar year
- Each facility independent threshold
- Transportation fuel suppliers also independent threshold
- Emissions from biomass count towards threshold

## EPA

- Emissions threshold approximately  $\geq 25,000$  MT CO<sub>2</sub>e per calendar year
- Each facility / supplier independent threshold
- Emissions from biomass do not count towards threshold, but must be reported if required to report other emissions
- <http://www.epa.gov/ghgreporting/help/tool/index.html>





# Approximate Fuel Use to Trigger Threshold

Fuel Type	Approximate Fuel to Meet Threshold 10,000 MT CO <sub>2</sub> e	Approximate Fuel to Meet Threshold 25,000 MT CO <sub>2</sub> e	Units / yr
Natural Gas	180,000,000	457,000,000	Cubic feet
Bituminous Coal	4,400	11,100	Tons
Wood	5,700	14,400	Tons
Residual oil (#6)	846,000	2,100,000	Gallons
Diesel	980,000	2,460,000	Gallons
Gasoline	1,120,000	2,800,000	Gallons
SF <sub>6</sub> *	415	1,050	kg

\* Fugitive emissions



# Estimating Emissions for Applicability

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- Estimate actual emissions, not potential emissions
- Use appropriate equations in the rule
- Monitoring data not required – use available company records
- Simplified methods allowed for combustion sources
- Include CO<sub>2</sub> transferred off-site
- Include CO<sub>2</sub> emissions from biomass combustion
- Exclude research and development activities
- Threshold compared to sum of all emissions covered under WAC 173-441-040 and 120

# General Monitoring Approaches

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- Source category-specific GHG calculation methods
- Calculate GHG using equations in applicable subparts
- Monitor process parameters (fuel use)
  - Mass balance calculation
  - Site-specific emission factors
  - Default emission factors
- Continuous emission monitoring systems (CEMS)
  - Required if already used (NSPS, Acid Rain Program) and meet specified criteria
  - Optional for other sources

# Report Content

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- Identifying information, parent companies, NAICS code(s)
- Annual GHG emissions excluding biomass combustion CO<sub>2</sub>
- Annual CO<sub>2</sub> emissions from biomass combustion
- Annual emissions of each GHG for each source category
- Other emissions data required by an applicable subpart (by unit or process line)
- Verification data required by each subpart (data used to calculate emissions)
- Description of best available monitoring methods (BAMM) used
- Data elements for which a missing data procedure was used
- Registration and certification information

# Not Required to Report

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- Entity level emissions
- Indirect emissions (electricity use or supply chain)
- Emission offsets
- Mobile sources: onroad, offroad, rail, marine, or aircraft
- Combustion: portable equipment, emergency generators, irrigation pumps, etc
- Leaks from air conditioners
- Emissions without protocols in state / federal rules

# Retain Records for 3 Years

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- List of all units, operations, processes, and activities for which GHG emissions were calculated
- All data used to calculate the GHG emissions for each unit, operation, process, and activity, categorized by fuel or material type
- Annual GHG reports
- Missing data computations
- Written GHG Monitoring Plan
- Certification and QA tests
- Maintenance records for measurement equipment
- Other data required by applicable subparts

# Monitoring Plan

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- Identified responsibilities (job titles) for data collection
- Explains processes and methods used for data collection
- Describes QA/QC procedures for monitors
- May rely on references to existing corporate documents (existing QA plans, standard operating procedures, etc)





# General Monitor Calibration Requirements

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- Required measurement devices (flow meters, weighing devices, etc) must be calibrated by January 1, 2012
- Calibrate using manufacturer's specifications, industry consensus standard, or method in rule subpart
- Describe in monitoring plan
- Recalibrate at frequency specified in subpart. If not specified, use manufacturer's recommendations or industry consensus practice.



# General Monitor Calibration Requirements

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- Flow meters measuring liquid or gaseous fuel feed rates, process stream flow rates, or feedstock flow rates must meet accuracy specifications:
  - Calibration error  $\leq 5\%$  for most flow meters
  - Other values specified for orifice, nozzle, and venturi flow meters
  - Otherwise specified in a subpart
- Calibration and accuracy requirements do not apply to:
  - Company records
  - Best available information
  - Part 75 methodologies
  - Fuel billing meters (unless company owns meters)
  - Flow meters used exclusively for unit startup

# Eligibility to Stop Reporting

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- Notify Ecology by March 31/October 31 of the year after you meet one of the following conditions:
  - Annual reports demonstrate emissions < 10,000 metric tons CO<sub>2</sub>e for 5 consecutive years
  - Annual reports demonstrate emissions < 5,000 metric tons CO<sub>2</sub>e for 3 consecutive years
  - All process/units/supply operations covered by the rule are shut down (does not apply to municipal waste landfills, industrial landfills, and underground coal mines)
- Must resume reporting in future year if conditions are no longer met

# Emissions Verification

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- No 3<sup>rd</sup> party verification
- Self certification
  - Designated representative or delegate certifies report
- Ecology verification
  - Electronic QA and consistency checks
  - Ecology data and report review and follow-up with reporters
  - On-site audits
- Reporter corrects any substantive errors and resubmits report



# Confidential Business Information (CBI)

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- CBI:

- EPA establishes confidentiality of each data element by rule
- Washington establishes confidentiality using traditional petition process

- Deferred reporting:

- EPA: reporting for certain inputs to emissions calculations can be reported later
- Washington: inputs to emissions calculations must be reported concurrently with report



# EPA: Confidential Business Information and Deferred Data

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## ● Public Data

- Data EPA classifies as publicly available
- Reported to EPA (e-GGRT)
- Reporters transfer data to WA using EPA files (xml)

## ● Confidential Business Information (CBI)

- Data EPA classifies as confidential for all facilities
- Reported to EPA (e-GGRT)
- Reporters transfer data to WA using EPA files (xml, Excel)

## ● Deferred Data

- EPA cannot legally make CBI, so delaying reporting until 2015
- Not reported to EPA, therefore not in EPA's e-GGRT
- Reporters transfer data to WA using EPA files (Excel)



# Why Use EPA's e-GGRT?

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- WA law requires consistency with EPA
- Reusing existing system
  - Familiarity for reporters to both systems
  - Reduces program costs = lower fees
  - High quality tool: experience and large user base
  - Fewer updates and changes
  - Integrated features: report content, data categories, etc
  - EPA help support
- EPA only gets data if reporter submits to EPA





# Registration

# Registration

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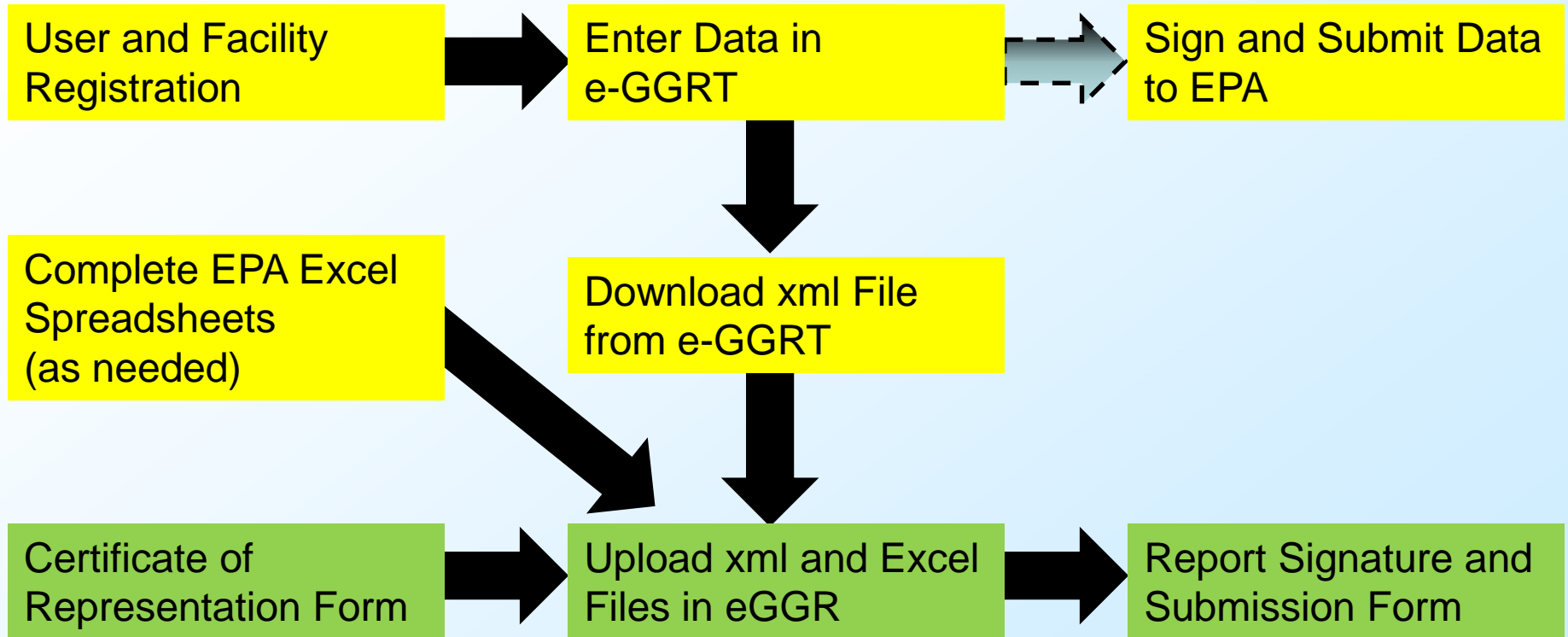
1. Download Certificate of Representation form from website:  
<https://fortress.wa.gov/ecy/publications/publications/ecy070501other.docx>
2. Complete and sign form
3. Mail paper form to Ecology
4. Submit new form whenever information changes

# Certificate of Representation

<b>Washington Greenhouse Gas Reporting Program: Certificate of Representation</b>															
 DEPARTMENT OF <b>ECOLOGY</b> State of Washington	Washington State Department of Ecology Greenhouse Gas Reporting Program Air Quality Program P.O. Box 47600 Olympia, WA 98504-7600  <a href="mailto:ghgreporting@ecy.wa.gov">ghgreporting@ecy.wa.gov</a> (360)-407-6811 Web site: <a href="http://www.ecy.wa.gov/programs/air/permit_register/ghg/ghg.html">http://www.ecy.wa.gov/programs/air/permit_register/ghg/ghg.html</a> See the second page of this form for instructions.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px;">For Ecology Use Only</td> <td colspan="2" style="padding: 2px;">Date Received:</td> </tr> <tr> <td style="padding: 2px;">Form</td> <td style="padding: 2px;">Reviewed</td> <td style="padding: 2px;">Entered</td> <td style="padding: 2px;">Verified</td> </tr> <tr> <td style="padding: 2px;">Site ID</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> </table>		For Ecology Use Only		Date Received:		Form	Reviewed	Entered	Verified	Site ID			
For Ecology Use Only		Date Received:													
Form	Reviewed	Entered	Verified												
Site ID															
<b>1. Reporter Identification (as applicable and if available) – Enter the information below</b>															
Facility Reporters: EPA GHGRP ID															
Transportation Fuel Suppliers: WA DOL Fuel Tax License ID															
<b>2. Facility/Supplier Information – Enter the information below</b>															
Name															
Address															
City/State/Zip															
Owners and Operators															
<b>3. Representative Information – Enter the information below</b>															
Designated Representative		Alternate Designated Representative (optional)													
Name															
Organization															
Mailing Address															
City/State/Zip															
Phone Number (Ext)															
Email Address															
<b>4. Certification Statement</b>															
I certify that I was selected as the designated representative or alternate designated representative, as applicable, by an agreement binding on the owners and operators of the facility or binding on the supplier, as applicable.															
I certify that I have all the necessary authority to carry out my duties and responsibilities under chapter 173-441 WAC on behalf of the owners and operators of the facility and on behalf of suppliers, as applicable, and that each such owner and operator shall be fully bound by my representations, actions, inactions, or submissions.															
I certify that the supplier or owners and operators of the facility, as applicable, shall be bound by any order issued to me by Ecology, the Pollution Control Hearings Board, or a court regarding the facility or supplier.															
If there are multiple owners and operators of the facility or multiple suppliers, as applicable, I certify that I have given a written notice of my selection as the 'designated representative' or 'alternate designated representative,' as applicable, and of the agreement by which I was selected to each owner and operator of the facility and each supplier.															
<b>5. Signature (sign and date on the lines below)</b>		<b>This form cannot be processed without a wet ink signature</b>													
Designated Representative Signature _____		Date _____													
Alternate Designated Representative Signature _____		Date _____													
This signature also serves as an electronic signing agreement for any document submitted to the Department of Ecology's GHG Reporting Program.															
For special accommodations or documents in alternate format, call 360-401-6800, T11 (relay service), or 800-833-6341 (TTY).															

# Reporting

# Compatibility with EPA's e-GGRT



EPA (e-GGRT) step

Ecology (eGGR) step

# Reporting: EPA's e-GGRT

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1. Register with e-GGRT
2. Enter data
3. Download and complete spreadsheets  
(as needed)
4. Generate report
5. Download xml
6. Unzip xml

More detailed information later today

# EPA Spreadsheets

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- Reporting Forms
  - Required by EPA
  - Enter data in spreadsheet, upload to e-GGRT
  - <http://www.ccdsupport.com/confluence/display/help/Reporting+Form+Instructions>
- Optional Calculation Spreadsheets
  - Optional for EPA, required for WA reporting
  - Helps in calculations, WA uses to collect deferred data
  - <http://www.ccdsupport.com/confluence/display/help/Optional+Calculation+Spreadsheet+Instructions>
- e-GGRT prompts when a spreadsheet is needed and links to the spreadsheet and instructions





# EPA Data Entry

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Covered in separate training session later today

- Registration
- Reporting
- More detail on data download

# Generate and Download XML File

HOME FACILITY REGISTRATION FACILITY MANAGEMENT DATA REPORTING

Electronic Greenhouse Gas  
Reporting Tool

Hello, Neil Caudill | My Profile | Logout

 e-GGRT Help

- Using the Facility Overview Page
- How to add a subpart and report data
- How to submit an annual report

TEST ECY Washington

## e-GGRT Greenhouse Gas Data Reporting (2010)

Select Facility » **Facility or Supplier Overview**

### FACILITY OR SUPPLIER OVERVIEW

This page allows you to add the source and/or supplier categories for which your facility or supplier will be reporting, then to access those data reporting screens using the OPEN buttons.

After data reporting is complete, you can initiate the annual report review and submission process from this page by using the SUBMIT button (or RESUBMIT for subsequent submissions if needed).

**Facility's GHG Reporting Method:** Data entry via e-GGRT web-forms ([Change](#))



10,777.7

CO<sub>2</sub> equivalent emissions from facility subparts C-II, SS, and TT (metric tons)



0.0

Biogenic CO<sub>2</sub> emissions from facility subparts C-II, SS, and TT (metric tons)



0.0

CO<sub>2</sub> equivalent emissions from supplier subparts LL-QQ (metric tons)

[VIEW GHG DETAILS](#)

### REPORT DATA

2010 Reporting Source or Supplier Category	Validation Messages?	Subpart Reporting
Subpart A—General Information	None	<a href="#">OPEN</a>
Subpart C—General Stationary Fuel Combustion Sources	None	<a href="#">OPEN</a>

[+ ADD or REMOVE Subparts](#)






# Report Generation

If all subparts are completed and Validation Messages addressed to your satisfaction, you are ready to prepare and submit an Annual Report.

## SUBMIT ANNUAL REPORT

Report	Uploaded File Name	Status	Submitted Date	Certification Date	
					<b>GENERATE / RESUBMIT</b>

 **VIEW REPORTS:** Annual Report reviewable formats (including human readable HTML versions and trend reports) for all submissions this reporting year can be accessed on the View Reports page.

## NOTIFICATION TO DISCONTINUE

If you will discontinue complying with Part 98 after this reporting year for the following reason(s), you are required to notify EPA by checking the appropriate box(es).

- ☐ **Cessation of operations:** All applicable GHG-emitting processes and operations ceased to operate in 2010 [98.2(i)(3)]. You discontinued complying with Part 98 monitoring requirements in 2010 when operations ceased, and you intend to discontinue complying with Part 98 reporting requirements after this reporting year. Note that this notification does not impact your reporting obligation for the current reporting year, and you must resume compliance with Part 98 for any calendar year during which your operations resume.

## NOT SUBMITTING AN ANNUAL REPORT FOR 2010

If you are registered in e-GGRT but not submitting a report for the following reason, you may notify EPA by selecting the radio button.

(clear all)

- ☐ **Not submitting - operations have not yet begun:** Facility is under construction; applicable GHG-emitting processes and operations had not yet begun by December 31 of the Reporting year.
- ☒ **Not submitting - Other:**

If other, please specify

Washington only reporter.

SAVE

CANCEL

# Generate Report

[HOME](#)[FACILITY REGISTRATION](#)[FACILITY MANAGEMENT](#)[DATA REPORTING](#)

Electronic Greenhouse Gas  
Reporting Tool

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 [e-GGRT Help](#)

**Generate and Review**

Certify and Send

Confirmation

TEST ECY Washington

## e-GGRT Greenhouse Gas Annual Report Submission (2010)

[Select Facility](#) » [Facility Overview](#) » **Generate and Review**

### PRE-CERTIFICATION PREPARATION

Preparation includes generating then reviewing the Annual Report. When complete, you will be able to proceed to certify and submit the Annual Report.

Report	Status	Last Generated
2010 Annual Report	Not generated	

### GENERATE REPORT

Generating the report may take from 1 to 10 minutes depending upon the volume of data.

Once your facility has generated a report, it is still possible to return to the data reporting screens to make changes. **Those changes, however, will not be reflected in your Annual Report until you generate it again.**

**GENERATE REPORT**

**BACK**





# Download Report

Report	Status	Last Generated
2011 Annual Report v1	Ready for review	03/06/2013 2:29:48 PM

## GENERATE REPORT

Generating the report may take from 1 to 10 minutes depending upon the volume of data.

Once your facility has generated a report, it is still possible to return to the data reporting screens to make changes. **Those changes, however, will not be reflected in your Annual Report until you generate it again.**

**GENERATE REPORT**



**The Annual Report has already been prepared.** Clicking this button will regenerate the report. This action will reflect any changes that have been made to the reported data.

## REVIEW REPORT

Prior to the submission and certification of your report to EPA, you may review it by using either the VIEW REPORT or VIEW XML buttons.

**VIEW REPORT**

**VIEW XML**

**DOWNLOAD XML**

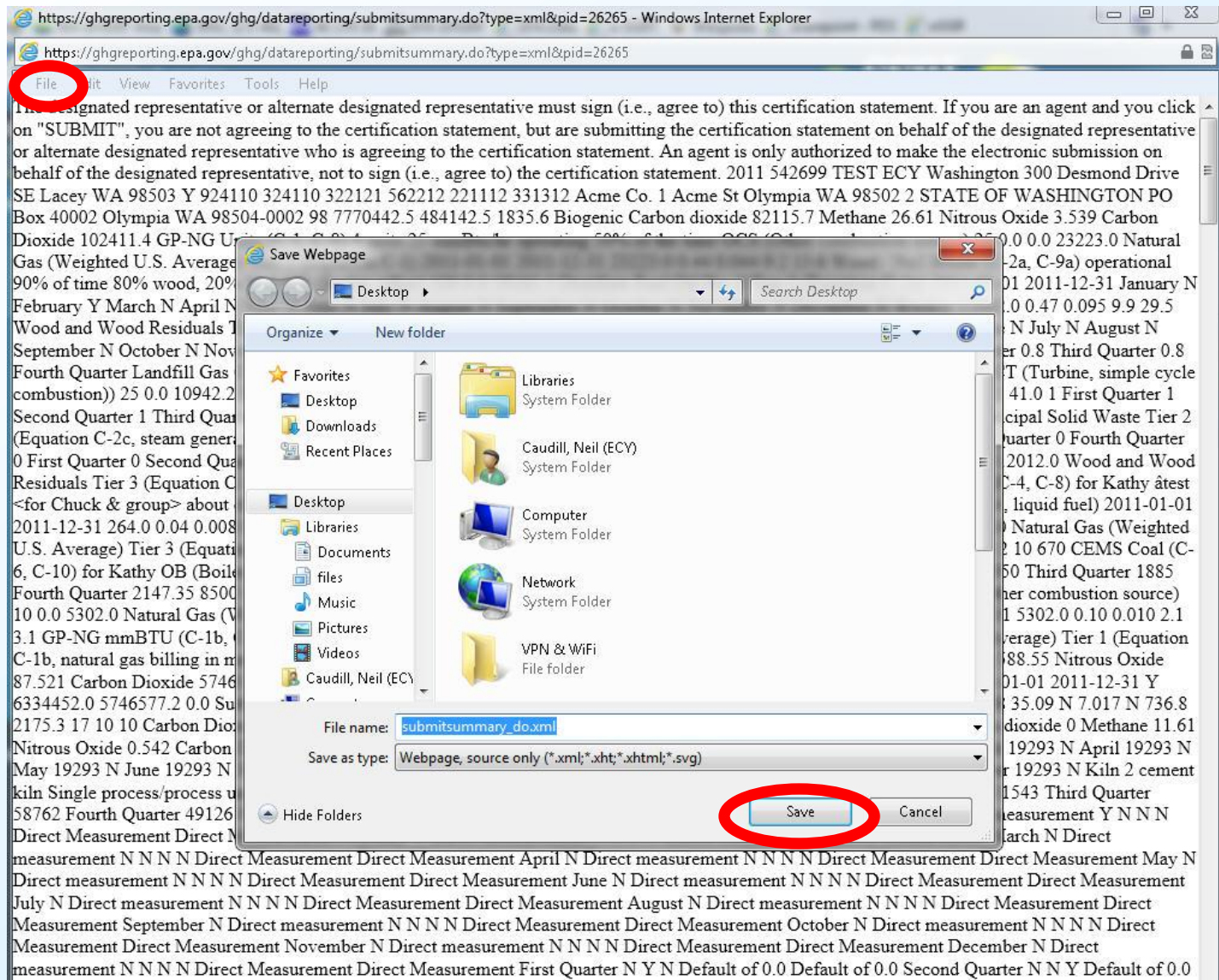
**DOWNLOAD TREND REPORT**

**VIEW PUBLIC VERSION**



**VIEW REPORTS:** Annual Report reviewable formats (including public non-CBI versions and trend reports) for all submissions this reporting year can be accessed on the View Reports page.

If you have any questions, please contact the hotline at [GHGReporting@epa.gov](mailto:GHGReporting@epa.gov).







# Download Report

Report	Status	Last Generated
2011 Annual Report v1	Ready for review	03/06/2013 2:29:48 PM

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**VIEW XML**

**DOWNLOAD XML**

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If you have any questions, please contact the hotline at [GHGReporting@epa.gov](mailto:GHGReporting@epa.gov).

# Download Report: Save XML

## PRE-CERTIFICATION PREPARATION

Preparation includes generating then reviewing the Annual Report. When complete, you will be able to proceed to certify and submit the Annual Report.

Report	Status	Last Generated
2010 Annual Report v1	Ready for review	03/27/2013 4:02:54 PM

## GENERATE REPORT

Generating the report...

Once your file is generated, you will be able to view the report. If you make changes, you will need to regenerate the report.

**GENERATE REPORT**

**The Annual Report** changes the report.

## REVIEW REPORT

Prior to the submission of the report, you will be able to view the XML buttons.

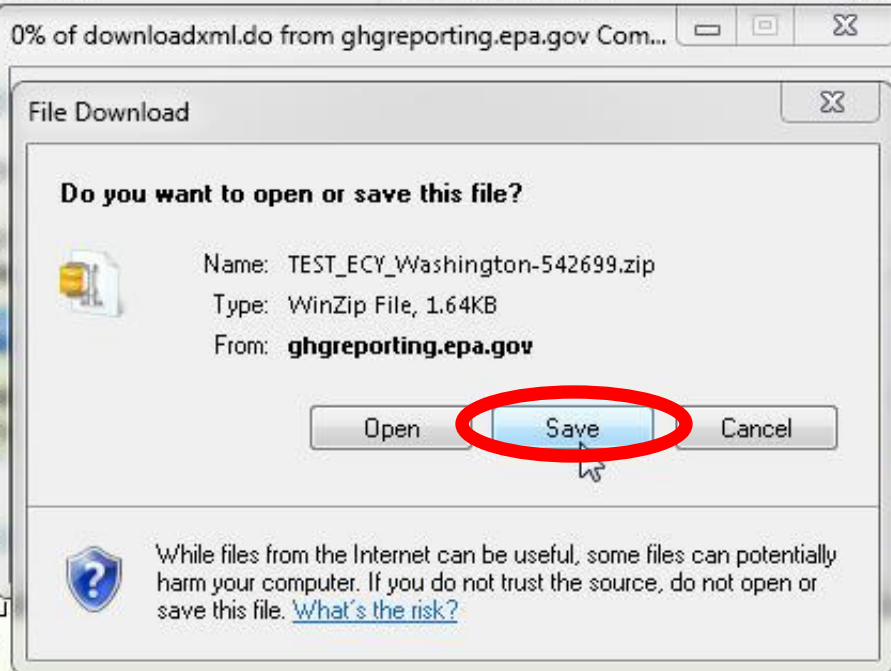
**VIEW REPORT**

**VIEW XML**

**DOWNLOAD XML**

**DOWNLOAD TREND REPORT**

**VIEW REPORTS:** Annual Report reviewable formats (including human readable HTML versions and trend reports) for all submissions this reporting year can be accessed on the View Reports page.





# Unzip and Save

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- EPA's xml file may be in a zip format.
- Zip files are "archives" used for distributing and storing files.
- The xml file must be un-zipped before uploading to Ecology's database.
- Follow instructions from your zip program.
- Download if necessary:
  - <http://www.winzip.com>



# You Can Return and Download Again or Regenerate Later

If all subparts are completed and Validation Messages addressed to your satisfaction, you are ready to prepare and submit an Annual Report.

## SUBMIT ANNUAL REPORT

Report	Uploaded File Name	Status	Submitted Date	Certification Date	
2010 Annual Report v1		Ready for review			<a href="#">GENERATE / SUBMIT</a>

[VIEW REPORTS](#) Annual Report reviewable formats (including human readable HTML versions and trend reports) for all submissions this reporting year can be accessed on the View Reports page.

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(clear all)

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- ☒ **Not submitting - Other:**

If other, please specify

Washington only reporter.

SAVE

CANCEL



# View Reports: Download Full Report XML

[HOME](#)[FACILITY REGISTRATION](#)[FACILITY MANAGEMENT](#)[DATA REPORTING](#)

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Reporting Tool

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 [e-GGRT Help](#)

TEST ECY Washington

## e-GGRT Greenhouse Gas Data Reporting (2011)

[Select Facility](#) » [Facility Overview](#) » [View Reports](#)

### AVAILABLE REPORT FORMATS FOR ALL SUBMISSIONS

- ▷ **Receipt:** View a receipt available for Annual GHG Reports that were submitted to EPA and are "Complete, Certified and Sent".
- ▷ **Report (HTML):** View a "human readable" HTML version of the Annual GHG Report that can be opened in a web browser.
- ▷ **Report (XML):** View the actual extensible markup language (XML) data file that is submitted to EPA.
- ▷ **Trend Report:** View a comparison of this year's Annual Report to last year's certified submission.
- ▷ **Public Version:** Use the public version to preview the non-CBI version of the Annual Report that will be published by EPA for public consumption at [ghgdata.epa.gov](http://ghgdata.epa.gov) and in Envirofacts.

Annual Report	Status	Receipt	Report (HTML)	Report (XML)	Trend Report
2011 v1	Ready for review		<a href="#">Full Report</a>   <a href="#">Public</a>	<a href="#">Full Report</a>   <a href="#">Public</a>	<a href="#">VIEW</a>

[← FACILITY OVERVIEW](#)



# Reporting: Washington

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1. Secure Access Washington (SAW) account
2. Add eGGR to SAW account
3. Enter basic info
4. Upload xml
5. Write down submission ID code
6. Upload EPA spreadsheets
7. Download and complete report signature and submission paper form:  
<https://fortress.wa.gov/ecy/publications/publications/ecy070502other.docx>
8. Mail form to Ecology



# SAW and eGGR Help Manuals


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Help manuals for Secure Access Washington (SAW) and Ecology's Electronic Greenhouse Gas Reporting System (eGGR) are available on our website:

[http://www.ecy.wa.gov/programs/air/permit\\_register/ghg/ghg.html](http://www.ecy.wa.gov/programs/air/permit_register/ghg/ghg.html)



# Signature and Submission Form

<b>Washington Greenhouse Gas Reporting Program: Facility Report Signature and Submittal Form</b>		<b>FRSS</b>													
 DEPARTMENT OF <b>ECOLOGY</b> State of Washington	Washington State Department of Ecology Greenhouse Gas Reporting Program Air Quality Program P.O. Box 47600 Olympia, WA 98504-7600  <a href="mailto:ghgreporting@ecy.wa.gov">ghgreporting@ecy.wa.gov</a> (360)-407-6811 Web site: <a href="http://www.ecy.wa.gov/programs/air/permit_register/ghg/ghg.html">http://www.ecy.wa.gov/programs/air/permit_register/ghg/ghg.html</a> See the second page of this form for instructions.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 2px;">For Ecology Use Only</td> <td colspan="2" style="text-align: center; padding: 2px;">Date Received:</td> </tr> <tr> <td style="width: 25%; padding: 2px;">Form</td> <td style="width: 25%; padding: 2px;">Reviewed</td> <td style="width: 25%; padding: 2px;">Entered</td> <td style="width: 25%; padding: 2px;">Verified</td> </tr> <tr> <td style="padding: 2px;">Site ID</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> </table>		For Ecology Use Only		Date Received:		Form	Reviewed	Entered	Verified	Site ID			
For Ecology Use Only		Date Received:													
Form	Reviewed	Entered	Verified												
Site ID															
<b>1. Report Information – Enter the information below</b>															
EPA GHGRP Id															
XML Report Submittal ID															
Reporting Year															
<b>2. Facility Information – Enter the information below</b>															
Name															
Physical Address															
City/State/Zip															
<b>3. Signer Information – Enter the information below</b>															
Name															
Organization															
Mailing Address															
City/State/Zip															
Phone Number (Ext)															
Email Address															
<b>4. Petition to Use Updated EPA Calculation Methods</b>															
I petition Ecology under WAC 173-441-140 to use the updated EPA calculation methods from all relevant Subparts C-UU of 40 C.F.R. Part 98 as adopted by May 1, 2013 to generate and submit my 2012 GHG report. I understand that updated calculation methods are necessary in order to comply with RCW 70.94.151(5)(c) and to use EPA's Electronic Greenhouse Gas Reporting Tool. I also understand that nothing in this petition alters the deadlines, applicability, or other general requirements established under WAC 173-441 and RCW 70.94.151.															
<b>5. Certification Statement</b>															
I am authorized to make this submission on behalf of the owners and operators of the facility listed above, for which the submission is made. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this document, electronic submissions, and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.															
<b>6. Signature (sign and date on the lines below)</b>		<b>This form cannot be processed without a wet ink signature</b>													
<div style="border-top: 1px solid black; margin-top: 5px;"></div>		<div style="border-top: 1px solid black; margin-top: 5px;"></div>													
Signature		Date													
For special accommodations or documents in alternate format, call 360-407-6800, 711 (relay service), or 877-833-6341 (TTY).															

# Post Reporting

# Post Reporting

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- Ecology checks report content
- Revise your report if:
  - You discover error / new information
  - Ecology notifies you of need to revise
  - You update your EPA report:
    - voluntarily or
    - EPA directed
- Reporting fee
- Ecology publishes / shares data
- Prepare for 2013 report



# Reporting Fee

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- Based on costs to administer program
- Published in October
- Flat fee per facility – not based on emissions
- 2012 fee: \$1,175 per facility per year
- Approximate billing date: November, 2013
- Due 60 days after receipt
- [http://www.ecy.wa.gov/programs/air/permit\\_register/ghg/pdfs/GHG\\_2012\\_Fee\\_Schedule.pdf](http://www.ecy.wa.gov/programs/air/permit_register/ghg/pdfs/GHG_2012_Fee_Schedule.pdf)



# 2012 Reporting Deadlines

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1. Washington registration (10/15/2013)
  - Paper Certificate of Registration form
2. EPA e-GGRT registration and data entry
3. Sign up for Secure Access Washington (SAW) /  
electronic greenhouse gas reporting (eGGR) account
4. Upload report data to WA eGGR (10/31/2013)
  - EPA e-GGRT xml file
  - EPA spreadsheets
5. Sign and submit report (10/31/2013)
  - Paper report signature and submission form

# Questions and Contact Info



# Email Newsletter

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- We send program updates and training invitations through an email newsletter
- To sign up:
  - Meeting room – request in person
  - Online – <http://listserv.wa.gov/cgi-bin/wa?A0=WA-GHG-REPORTING>
  - Email: [ghgreporting@ecy.wa.gov](mailto:ghgreporting@ecy.wa.gov)



# More Information

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- Ecology contact:

Neil Caudill: [ghgreporting@ecy.wa.gov](mailto:ghgreporting@ecy.wa.gov) or 360-407-6811

- Washington GHG Reporting Program webpage:

[http://www.ecy.wa.gov/programs/air/permit\\_register/ghg/ghg.html](http://www.ecy.wa.gov/programs/air/permit_register/ghg/ghg.html)

- Washington GHG Reporting Rule:

<http://apps.leg.wa.gov/WAC/default.aspx?cite=173-441>

- eGGR Instructions webpage:

[http://www.ecy.wa.gov/programs/air/permit\\_register/ghg/eggr.html](http://www.ecy.wa.gov/programs/air/permit_register/ghg/eggr.html)

- EPA GHG Reporting Rule webpage:

<http://www.epa.gov/ghgreporting/reporters/index.html>



Questions or Comments?